

**WIGGENHALL ST GERMANS PARISH COUNCIL**

**MINUTES OF THE ORDINARY MEETING OF THE PARISH COUNCIL  
HELD ON MONDAY 27<sup>th</sup> NOVEMBER 2023 at 7.30PM, CONVENED IN THE MEMORIAL VILLAGE HALL.**

**Present:**

Parish Councillors: Cllrs David Rust (Chairman), Scilla Ash (Vice Chair), Robert Rawlings, David Harrison, David Johnson, Tony Park, and Robert Ward.

Parish Clerk: Mike Inder.

Borough Councillor: Cllr Brian Long.

County Councillor: Cllr Brian Long.

Apologies:

Absences:

Public: 4.

- 83/23 **Opening & apologies for absence:** Cllr Rust opened the meeting and welcomed everyone.
- 84/23 **Declarations of interest for items on the agenda:** None.
- 85/23 **Notice of disqualification of Cllr:** Cllr Margaret Bunkall has been unable to attend meetings for 6 months and her health will preclude her from being able to attend future meetings. Therefore, the Local Government Act 1972 s.85 automatically disqualifies her from continuing as a Cllr and a casual vacancy has been notified to the Borough Council for the notice to be posted. It was agreed to send a letter of gratitude for her 33 years of service to the community.
- 86/23 **To hear reports from officers:** Cllr Long provided BC and NCC reports: He stated that he has used a proportion of his member's funds to assist AFC Lynn with the purchase of a replacement mower and to fund bollards to protect green spaces from being driven on. He also reported that the Fitton/Lynn Rd corner signage query had been passed to him and that in consultation with Highways there are no further suitable signs to convey the hazard to HGVs. He reported that the new administration at the BC is finding its feet as a collective of Independents and Green Party members. From a NCC perspective he has recently taken post as Vice Chair or members in a number of cabinet positions; Police and Crime, People and Communities and the Scrutiny Cttee. This he felt is broadening his experience to bring to bear when needed. The County Council are preparing to decide whether to have a directly elected leader, the benefits are that it comes with devolved powers and a budget of £30M per year to deliver services, such as adult learning, where Norfolk's wide range of localised industries and workforce needs are not currently well served by national strategies.
- There was a query from the public regarding whether the directly elected leader was a revisit of a previous scheme that had been voted down? Cllr Long explained that in 2016 the proposal of a mayor had been defeated, this is however a different set up. Cllr Harrison queried the Fitton/Lyn Rd issue and asked if altering the camber was a possibility to prevent high-sided vehicles tilting into the house on the corner and whether SLOW road markings could be added? He replied that the Highway's Engineer is still exploring options such as that but that.
- 87/23 **To hear from the public:** A Mill Rd resident spoke to further explain the issue of large agricultural vehicles and commercial traffic destroying the verges and encroaching onto his land. The item was noted as a separate agenda item at 99.g. and would be addressed at that juncture.
- 88/23 **Approval of Minutes of the meeting held on 25<sup>th</sup> Sep 2023:** Having been previously circulated, the minutes were proposed by Cllr Harrison, seconded by Cllr Ash, and agreed as a true reflection of the meeting. The minutes were signed by the chairman.

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**89/23 Finance:**

- a. Authorisation of payments: All agreed to authorise and ratify the payments at Annex A proposed by Cllr Ash and seconded by Cllr Ward.
- b. Accounts Reconciliation: Accounts reconciliation prepared by the clerk was presented and a sample audit carried out by Cllr Rust.
- c. The RFO had circulated a prepared draft budget for 2024/25 with a precept requirement set just below the current year. A selection of new or significant line items were highlighted for further explanation and cllrs were invited to comment. Cllr Rust was concerned that a reduction of the precept might have a negative effect in creating a greater requirement in following years. The RFO assured him that the reserves set, and their current levels was prudent and represented best value for money in the long term with a budget smoothing effect. Cllrs were invited to raise any further budget matters with the RFO prior to the January meeting when the budget and precept will be set.

**90/23 Play Park Project:**

- a. The Steering Group met on the 30<sup>th</sup> Oct and are working on producing a survey to consult with the community about what the additional play equipment needs. They also set out an action plan and discussed funding opportunities. Work continues behind the scenes and the next meeting is planned for the 4<sup>th</sup> Dec at 7pm. The key points and action plan is at Annex B.

**91/23 Planning.**

- a. Applications to consider: None at time of publication.
- b. Applications pending decision:
  - i. [23/01614/F](#) | Proposed access and installation of dropped kerbs. | The Vicarage 30 Lynn Road Wiggenhall St Germans. PC supported 3, neutral 1.
  - ii. [23/00747/F](#) | Change of use of paddock for storage of two touring caravans, vegetable garden, retention of two sheds, and a container and erection of stable block | Green Gates Common Road Wiggenhall St Mary the Virgin KINGS LYNN Norfolk PE34 3EW. No significant matters identified by consultees. PC submitted delegated neutral comment between meetings. EOT until 17 Nov 23.
- c. Decisions notified by Borough since last meeting: None at time of publication.

**92/23 Updates on actions from previous meetings:**

- a. BC grass cutting performance review and update. The clerk reported that his emails had gone unanswered, he suggested that close attention is paid to ensure the first cut is carried out in a timely fashion and that progress is monitored and dealt with more robustly should it fall short of expectations.
- b. Wiggenhall Woodland Creation updates. Cllr Johnson provided a report that the scheme was being handed over to a new project lead and that they would be in touch in due course. It was noted by Cllr Rust that the 3 fields identified have been left to lie fallow.
- c. Autumn Newsletter feedback. Cllr reported that delivery had gone to plan and that there had been a few spare copies that have been left in the shop for anyone needing one.
- d. Update on LTPF CCTV. Cllr Rust reported that he has taken over the administration of the system from the supplier now and that the system date stamp has been corrected and is working well.
- e. Update on Memorial Hall car park (filling of holes with materials provided). The main filling was carried out by Mr D Ward and Cllr Ward suggested the remaining and new holes can be dealt with by volunteers, a wheelbarrow and spades; Cllrs agreed to meet at 9am on Sat 2<sup>nd</sup> Dec, weather permitting to hold a work party.
- f. Update on development of proposal for wildflower verges. Cllr Johnson reported that he had attempted to contact Sheffield City Council, who had carried out the scheme, to seek advice but had not had a response. Cllr Long suggested a local seed company and Cllr Johnson undertook to follow that suggested lead.

- g. Report on Remembrance Day wreath laying. Cllr Rust having laid the wreath on behalf of the Parish at the Service on 12<sup>th</sup> Nov and reported that it was well attended.

93/23 **Crown and Anchor – Save Our Pub:** The clerk reported that the PC were asked to submit an application to designate the Crown and Anchor as an Asset of Community Value and in conjunction with Chair of the steering group has done so and the consultation period is due to finish on 26 Dec, so a result should be known early in the New Year. The group's next objective is to raise c£4k to fund the activity needed to progress with registering with the Plunkett Foundation and professional fees.

94/23 **Traffic and Highways Issues:**

- a. Update on the installation of posts on the corner of School/Lynn Rd. Works Raised for completion in the next 11 weeks.
- b. To receive SAM2 report. Former Cllr Keal has volunteered to continue with operating the SAM2 equipment for the Council and the recent data from Mill Rd for Nov was submitted to the clerk and having been analysed showed a marked reduction in traffic (10,300 down to 5,800) the average speed and number of speeders had reduced dramatically; this is thought to be due to the further subsidence on the road that creates a natural traffic calming effect.
- c. To receive update on Fitton Rd/Lynn R junction. Reported on at 86/23.
- d. To receive report of weeds growing through the new Fitton Rd trod path. Further work required and a meeting is due to be held with the Highways Engineer to explore this further.
- e. To hear report on ASB (driving on the grass at School/Sluice Rd) and consider proposals to deter/prevent such behaviour. Cllr Harrison reported that he had been working with the Highways Engineer and a proposal to install a combination of measures to reduce vehicular access to the grass is being developed. The clerk asked that the proposal is documented and offered a template for project proposals to ensure all aspects are captured before being brought to Council for a decision.
- f. To report on the school road safety initiatives progress. The PPS application for white gates is awaiting decision, the faded 30mph sign has been reported whilst scheduled for replacement is a low priority.

95/23 **Play Equipment Inspection report:** Self-help maintenance was deferred until the Spring.

96/23 **Proposal to carry out a tree survey.** The clerk suggested that a survey of trees on Council land would be prudent in light of a recent HSE determination that held a Parish Council liable for the death of child due to corporate negligence with no tree surveys in place and a number of trees found to be in a hazardous condition. Cllr Ward proposed that the clerk obtains quotes for a survey, seconded by Cllr Ash.

97/23 **Biodiversity Duty:** NALC advice on action required for compliance with the [Biodiversity Duty](#) under the Environment Act 2021 and [The Official Controls \(Plant Protection Products\) Regulations 2020: policy statement](#) was reviewed and Councillors agreed that they understood what was required and that as a council they already considered biodiversity and the environment as part of all operations and projects.

- a. Biodiversity Policy – The Council were provided a copy of the model policy provided by NALC and it was proposed by Cllr Ash, for adoption, seconded by Cllr Johnson and carried.

98/23 **Leonard Towler Playing Field matters:**

- a. Cllr Rust proposed an upgrade of the water meter inspection cover as now the car park has been cleared vehicles are driving over it and it is showing signs of deflection and may fail. He proposed a steel cover at a cost of approx £70, seconded by Cllr Rawlings and agreed.
- b. Cllr Rust reported on an ongoing pavilion shower fault and explained the issue, the temporary solution and that the long-term solution to install a new regulator would require the fixtures and

pipes to be replaced as they were internal to the tiled wall. He undertook to obtain quotes for a long-term solution.

- c. The clerk circulated a report on [Fire Safety Legislation changes](#) and asked that Council resolved to carry out required actions. Cllr Rust proposed the obtaining of quotes for an inspection and requested clarification on whether the routine regular checks could be carried out by the Council, the clerk advised that the regular checks did not require level of professional competence to assess.

99/23 **Correspondence:** The following correspondence has been received and was circulated by email for consideration:

- a. Request from the Bowls Club for review of tree overhanging the club building. Cllr Rust met with a bowls club rep and noted the issues, it was agreed that they would be highlighted during the tree survey and acted on according to subsequent advice.
- b. Request from Memorial Hall for 2024 meeting dates. 27th May 24 clash with Public Holiday, alternate date of 13 May 24 suggested. PC resolved to hold the May meeting on 13<sup>th</sup> May 24.
- c. WNDiS charitable donation request. Considered and declined.
- d. Reports from 3 residents of the driving on the grass in a reckless manner, causing damage to the grass at Sluice/School Rd junction. Being addressed under 94/23. e.
- e. Request from Norfolk Befriending service to publicise their service. The clerk as editor of the newsletter suggested including their appeal in the newsletters, Cllr Ash having experience of their work suggested that a request for an article explaining their work might be a useful addition in return for free advertising.
- f. Notice from BC KL&WN that future and replacement dog waste bins have a max capacity of 25 Litres. Noted.
- g. Complaints regarding damage to roadside verges – Proposal was agreed to write to local farms and commercial companies with agricultural or large vehicles to ask for their assistance in preventing/repairing damage.
- h. D-Day 80 – 6<sup>th</sup> Jun 2024 – Norfolk ALC promotion of [national co-ordinated event](#). Cllr Ash offered to discuss with the Memorial Hall Ctte and the PC agreed to then look at supporting an event. Cllr Rust said he would discuss it with the Save Our Pub Group too.

100/23 **Items for the agenda of the next meeting of the Parish Council to be held on 22nd Jan 2024:** No new items were raised. Budget and Precept to be set at the Jan meeting. The St Germans Bridge Charity has 3 Council nominated trustees and their term of office is due to be reviewed in Jan 24.

The Chairman thanked those present for their contributions and closed the meeting at 9.05pm

Signature: .....

Chairman .....

Date .....

Prepared by Mike Inder, Clerk to Wiggenhall St Germans Parish Council.

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## Annex A

**Payments for Authorisation since last meeting.**

| DATE       | PAYEE NAME               | DETAILS                            | REF NO | CHEQUE NO / BACS | GROSS AMOUNT |
|------------|--------------------------|------------------------------------|--------|------------------|--------------|
| 01/05/2023 | PJ&B Jones               | Grounds Maintenance SI-753         | 8      | BACS             | 120.00       |
| 26/04/2023 | Minuteman Press          | Newsletter printing 38237          | 9      | BACS             | 315.00       |
| 28/04/2023 | Norfolk ALC              | Annual Subs 872                    | 10     | BACS             | 344.08       |
| 24/04/2023 | E-On                     | Pavilion Electricity 108828815     | 11     |                  | 0.00         |
| 10/05/2023 | John Cross               | Internal Audit                     | 12     | BACS             | 35.00        |
| 10/05/2023 | Tamar Telecommunications | Virtual Phone Line 3806306         | 13     | BACS             | 6.29         |
| 18/05/2023 | HMRC                     | PAYE mth 2                         | 14     | BACS             | 119.00       |
| 31/05/2023 | M Inder - Clerk          | Salary & Allowance May             | 15     | BACS             | 486.30       |
| 10/05/2023 | M Inder - Clerk          | SLCC Share of Subs MEM243706-1     | 16     | BACS             | 110.62       |
| 10/05/2023 | WEL Medical              | AED pads inv I267182               | 17     | BACS             | 98.28        |
| 22/05/2023 | BHIB                     | Council Insurance inv LCO02114     | 18     | BACS             | 826.90       |
| 05/05/2023 | Wave - Anglian Water     | LTPF Water inv 11983340            | 19     | BACS             | 214.68       |
| 31/05/2023 | mdbservices              | LT Pavilion Showers repair #162    | 20     | BACS             | 100.00       |
| 02/06/2023 | E-On                     | Pavilion Electricity 113963380     | 21     |                  | 0.00         |
| 02/06/2023 | PJ&B Jones               | Grounds Maintenance SI-766         | 22     | BACS             | 378.00       |
| 24/05/2023 | EE Limited               | CCTV SIM V02107740485              | 23     | DD               | 12.49        |
| 18/06/2023 | HMRC                     | PAYE mth 3                         | 24     | BACS             | 119.00       |
| 30/06/2023 | M Inder - Clerk          | Salary & Allowance Jun             | 25     | BACS             | 495.30       |
| 10/06/2023 | Tamar Telecommunications | Virtual Phone Line 3821117         | 26     | DD               | 6.29         |
| 01/07/2023 | PJ&B Jones               | Grounds Maintenance SI-783         | 27     | BACS             | 240.00       |
| 08/06/2023 | Norfolk County Council   | PPS 23/24 Scheme                   | 28     | BACS             | 2,034.50     |
| 16/06/2023 | EE Limited               | CCTV SIM V02117648889              | 29     | DD               | 12.49        |
| 26/06/2023 | SLCC Norfolk Branch      | Conference                         | 30     | BACS             | 55.00        |
| 05/07/2023 | NPower                   | Streetlighting IN07620376          | 31     | BACS             | 370.44       |
| 10/07/2023 | Tamar Telecommunications | Virtual Phone Line 3836112         | 32     | DD               | 6.29         |
| 18/07/2023 | HMRC                     | PAYE mth 4                         | 33     | BACS             | 119.00       |
| 31/07/2023 | M Inder - Clerk          | Salary & Allowance Jul             | 34     | BACS             | 522.30       |
| 05/07/2023 | Start Traffic Ltd        | Verge Posts SO235052               | 35     | BACS             | 59.17        |
| 13/07/2023 | East of Ouse IDB         | Annual Agricultural Drainage Rates | 36     | BACS             | 88.92        |
|            |                          |                                    |        |                  |              |

**Income Since the last meeting**

|            |             |                       |   |        |        |
|------------|-------------|-----------------------|---|--------|--------|
| 04/07/2023 | Bowls Club  | Water Recharge        | 3 | Chq    | 93.89  |
| 13/06/2023 | Norfolk ALC | Overpayment refund    | 4 |        | 10.00  |
| 22/06/2023 | Npower      | Credit Balance Refund | 5 | BACS   | 72.65  |
| 05/05/2023 | HMRC        | VAT Reclaim           | 1 | BACS   | 905.96 |
| 05/06/2023 | Barclays    | Interest              | 2 | Direct | 82.60  |
|            |             |                       |   |        |        |

## Annex B

**Project Play Park Phase 2 Action Plan**

1. Define Purpose and objectives:
  - a. To provide a safe and engaging play and social interaction place for teenagers.
  - b. To review current equipment and add/replace for u-12s to Infant.  
This is to level up with the facilities available in other similar local communities and may complement and not just compete with them in some respects.
2. Identify Stakeholders:
  - a. Parish Council
  - b. Memorial Hall
  - c. Residents of the Parish
  - d. St Germans School

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3. Assemble the Working Group:
  - a. Effectively already done.
4. Establish Roles and Responsibilities:
  - a. Chairman of SG – Cllr David Johnson
  - b. Secretary – Clerk
  - c. Treasurer – Clerk
  - d. Press and Media officer: TBD
  - e. Fund Raising Co-ordinator: TBD
  - f. Research Co-ordinator: TBD

Terms of Reference already adopted by the PC.

Funds raised will be banked with the PC accounts and a separate cashbook sheet will be added to the PC accounts. Funds raised for the play park will go into an ear-marked reserve and if the project is delayed or ceases the funding will either be reserved for future playground project or returned if from a grant organisation who stipulate specific use and timeframe.

All expenditure has to be agreed by Full Council.

Insurance for activities is covered by the PC

Administration costs for the project are covered by the PC (prior approval before spending)

Agreed to defer some roles until we get started and see how the group dynamic is working.

**Next steps:**

5. Conduct Research:
  - a. Surveys, both online and on paper copy. Google Forms.
  - b. Aim surveys at younger and older groups i.e., U-12 and 12+ with parental assistance in mind.
  - c. Research best practice for design including safety standards
  - d. Find out which suppliers/contractors other recent projects used and obtain recommendations.
  - e. Research fundraising opportunities.
  - f. Understand the Memorial Hall aspects of their governance and limitations.

**Follow on steps after that:**

6. Brainstorm Ideas:
  - a. Hold sessions to generate ideas for specific equipment based around the survey data
  - b. Consider themes, materials and features that appeal to age groups.
7. Develop the plan
  - a. Create a project plan that outlines design, budget, timeline and location.
  - b. Determine how the project will be funded.
8. Collaborate with experts:
  - a. Contact designers, architects and engineers who specialise in the type of equipment in the plan to ensure feasibility and what permissions might be required.
  - b. Seek input from child development and accessibility experts, and the Police for advice on ASB and security.